

## Classroom Information for Substitute Teachers

### CLASS SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday

Special Duties: \_\_\_\_\_

\_\_\_\_\_

### CLASSROOM ASSISTANCE

Class Period	Helpers/Monitors	Teachers available to offer assistance	Location/Extension
1			
2			
3			
4			
5			
6			
7			

### ***DAILY ROUTINES***

	<b>Procedure</b>	<b>Location</b>
<b>Daily Lesson Plans</b>		
<b>Attendance Information</b>		
<b>Lunch Tickets</b>		
<b>Hall Passes</b>		
<b>Bus Duty Information</b>		
<b>Restrooms</b>		
<b>Water Fountain</b>		
<b>Special Notes</b>		

### ***SPECIAL NEEDS STUDENTS***

<b>Class Period</b>	<b>Student Name</b>	<b>Need/Schedule</b>

### ***DISCIPLINE PLAN***

**The Classroom Discipline Plan is located:**

**The School Discipline Plan is located:**

**Discipline Forms are located:**

**Special notes about discipline for substitute teachers:**

## ***EMERGENCY PROCEDURES***

**The emergency drill and evacuation procedures are located:**

**Fire alarm is located:**

**Tornado procedures are located:**

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## ***SCHOOL PERSONNEL***

<b>Title</b>	<b>Name</b>	<b>Extension</b>
Principal		
Vice Principal		
Secretary		
Attendance Officer		
Nurse		